

LINTON HEIGHTS JUNIOR SCHOOL

LOCAL GOVERNING BODY

Meeting minutes

11 March 2026 - 6.00pm.



**Governors
present:**

Gill Powell (Chair) (GP)
Caroline Webb (Headteacher) (CW)
Matt McLoughlin (MMc) (Joined at 19:01)
Ed Symons (ES) (Joined at 18:18)
Benjamin Marriage (BM)
Gabi Chamberlain (GC)
Clare Ball (CB)
Rob Hutton (Vice Chair) (RH)
Anjuli Riley (AR)
Judy Day (JD)

**Others
present:**

Lucy Potter (Governance Professional) (LP)

Action

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted at the start of the meeting for Sarah Rosewell (SR) and Brian Harrison B(H)

2. DECLARATIONS OF INTEREST.

There were no declarations of interest other than those already entered in the school's register.

3. MINUTES OF LAST MEETING

The minutes of the LGB held on 26 November 2025 were agreed and signed by the Chair as an accurate record.

4. MATTERS ARISING

Action Points from Meeting of 26/11/25	Minute refers	Responsible
LP to add 'Review Progress against SIP' to agenda for 110326.	5	LP ✓
LP to add "Discuss new policies – Whistleblowing, Social Media and Instant Messaging; Low level	11	LP ✓

5. VISION, VALUES AND STATÉGIC OBJECTIVES (HEADTEACHER'S REPORT, REVIEW PROGRESS AGAINST SIP)

5a. Headteacher's Report

The Headteacher highlighted key points from the report. One pupil has left the school for specialist provision prior to transferring to Year 7, which was considered the appropriate decision.

Attendance has decreased slightly, although overall numbers remain stable. A high number of MyConcern reports were logged during the first six weeks of Spring 1, relating to safeguarding and behaviour. A social care referral was a re-referral that did not meet the threshold but has led to further follow-up actions.

The Headteacher reported ongoing professional development activities. The school extension has now been completed. The Trust has obtained quotes to increase the height of some of the lower fencing, and the Trust will fund these improvements.

The school swimming pool is unlikely to reopen this year due to the high cost of refurbishment. The estimated cost is approximately £40,000. The Headteacher has approached the Parish Council and District Councillors regarding potential support through a Community Chest Grant.

Governors asked how this would affect swimming lessons? The Headteacher explained that, from a curriculum perspective, swimming can be omitted this year. However, Year 6 pupils will need to be assessed to confirm whether they can swim 25 metres, which must be reported nationally. A possible solution is a one-off visit to an external pool.

Governors suggested exploring community fundraising. The Headteacher agreed this could be considered, noting that the PTFA is currently unable to support as they are already funding other school refurbishment projects.

5b. School Improvement Plan (SIP)

The Headteacher updated governors on progress against the SIP. Significant work has taken place around belonging by design, school values, a relational approach, and revisions to the behaviour policy.

LOSC is working well. The large room divider has been removed in the mobile building creating additional space for the club.

The Headteacher advised that careful budget management may allow the school to avoid moving to mixed-age classes next year. All preparatory actions towards this have been paused for now.

6. CURRICULUM (IDSR, FORECASTED OUTCOMES)

6a. IDSR (Inspection Data Summary Report)

The Headteacher presented the IDSR, based on last year's census data.

The report indicates a SEND rate of 20.6%, although the current figure is 26%, which is significantly above average. The number of EHCPs is in line with national averages. The report also indicates that local deprivation levels are below average.

The attendance data in the report is outdated. Current attendance is below the national average due to three pupils being absent 100% of the time and others on reduced timetables. The school has had no suspensions.

Achievement data from last year's SATs is very positive, with high attainment in English and maths. Disadvantaged pupils are not performing as well as their peers.

Governors asked whether all disadvantaged pupils are also SEND. The Headteacher confirmed that while there is some overlap, not all disadvantaged pupils are SEND.

Governors also asked whether attendance issues are primarily linked to SEND pupils. The Headteacher confirmed that persistent absence is more common among SEND pupils, while disadvantaged pupils also have higher absence rates than other pupils.

The school is undertaking further work on attendance, which will be discussed in more detail later in the meeting.

6b. Forecast Outcomes

Further information is awaited from Year 6, and this will be discussed at the next meeting. **LP to add 'Forecast Outcomes' to the next agenda.**

Current predictions are:

- Reading: 71%
- Writing: 66%
- Maths: 70%
- SPAG: 72%

LP

Although these figures are significantly lower than last year, pupils in this cohort have made significant progress. The Chair noted that this group had particular challenges on entering Year 3 due to the impact of COVID-19.

The Headteacher reported that budget constraints mean there is no funding available for additional interventions. However, the school has appointed a supply teaching assistant to release an HLTA to cover Mrs Foley's class, allowing her to work with pupils requiring additional support. This has already had a positive impact, particularly in maths.

7. SAFEGUARDING (MY CONCERN TRENDS, SAFGUARIDNG AUDIT, ATTENDANCE ANALYSIS, LINK GOVERNOR REPORT)

7a. MyConcern Trends

The Headteacher asked governors to review the chart showing trends in behaviour, safeguarding and wellbeing. There are currently more behaviour incidents logged than safeguarding concerns.

Governors were advised that a new approach to managing bullying is now in place. Where a parent raises a concern about possible bullying, this is logged on MyConcern at the *alleged* stage. Logging these concerns enables the school to monitor trends over time.

The neglect category appears frequently as it includes minor incidents (e.g. a child forgetting their lunch). Even one-off incidents must be logged to ensure an accurate safeguarding picture. The Headteacher has asked the Trust whether an additional category could be created to indicate potential neglect rather than confirmed neglect.

Governors asked about the workload involved in logging concerns. The Headteacher explained that teachers record the initial entry, which is then reviewed by the Headteacher and/or Deputy Headteacher, categorised, and actioned where necessary. While time-consuming, maintaining a detailed record is important for safeguarding history. This forms a large part of SLT time.

The Headteacher also shared data on abuse towards staff since September 2018. Aside from one incident in 2024, levels had remained low, indicating there is no sustained upward trend. However, the start of the academic year was challenging, particularly in Year 3, where behavioural issues increased following the arrival of the new cohort. This resulted in a rise in behaviour-related MyConcern logs.

Governors asked about the impact on wellbeing provision following the departure of Sam Barnes. The Headteacher confirmed that the wellbeing lessons and daily check-

ins introduced by Sam remain in place, although engagement can be difficult for some pupils.

The Trust is supporting the school in developing a “learning base” using a continuous provision model, providing a more flexible learning environment for pupils who are not yet ready for a full classroom setting or are working significantly below their chronological age. This approach is intended to support some pupils in Year 3 and Year 5.

Governors asked about transition arrangements with the Infant School and whether concerns are raised early. The Headteacher confirmed that one pupil’s needs were known in advance and transition work had taken place. However, transitions remain challenging due to differences between the two schools. Further work will be explored to improve transition arrangements.

7b. Safeguarding Audit Report

The Headteacher recently met with Camilla Saunders, Director of Inclusion and Safeguarding at the Trust. The audit identified issues relating to contractors working on the building and how they are recorded on the Single Central Record (SCR). At that time the Headteacher did not have a way of verifying checks as contractors are employed by the Trust. The need for clearer processes and access to centrally held information had been flagged and this is now resolved.

Camilla Saunders praised the school’s new behaviour policy. She also reviewed the school’s use of MyConcern and recommended that entries are reviewed by an additional member of staff to ensure accuracy and quality. This is now being undertaken during some SLT meetings.

Governors asked about the purpose of this additional review. The Headteacher explained it aims to improve the quality of records and ensure pupil voice and parent voice are documented. While beneficial, it adds further demands on SLT time.

Camilla Saunders also spoke with pupils, who were not fully clear about the behaviour policy. As a result, the school has delivered further assemblies to reinforce understanding.

7c. Attendance Analysis

The Headteacher presented the latest attendance analysis, noting that overall attendance is currently below the expected level.

Year 4 attendance is strong, while Year 3 remains the main concern, which aligns with the behavioural challenges previously discussed. Attendance is also affected by one

pupil currently out of school full-time and three pupils on reduced timetables in Y3. These pupils are unable to cope with a full school day, and one will move to specialist provision in September.

Governors asked whether pupils requiring specialist provision could be excluded from attendance figures. The Headteacher explained that if they remained in school full-time it would likely lead to further incidents, including abuse towards staff, but acknowledged that the current system still impacts the school's attendance data.

Governors asked whether parents could attend school with their children to support attendance. The Headteacher confirmed this had been explored but is not feasible.

Staff have been asked to monitor attendance more closely and make follow-up phone calls to parents of persistently absent pupils, in line with the school's relational approach. This focuses on checking pupil wellbeing and identifying barriers to attendance. The Headteacher is also maintaining a daily record of pupils arriving late.

The Chair thanked BM for his Safeguarding Link Governor report. BM noted that this was the first time he had raised significant concerns, primarily relating to challenging behaviour in school. Supporting staff and managing pupils with increasingly complex needs is becoming a major challenge, particularly given limited TA staffing.

Governors advised the Headteacher to share the report with the Trust and emphasised that physical or verbal abuse of staff should not be tolerated.

The Chair highlighted staff wellbeing as a key priority for the governing body and encouraged governors to maintain regular contact with their subject leads.

The Headteacher informed governors that the Trust had arranged additional support. After half term a specialist SEND advisor spent a full day in school, and Camilla Saunders has also offered further time. In addition, the Local Authority has scheduled support visits every two weeks until Easter. The school's SENCo currently works two and a half days per week.

Governors agreed that wellbeing risks should be raised with the Trust at an early stage. The Headteacher noted that this issue is not unique to the school but reflects national challenges.

Suspensions may need to be seriously considered if necessary. The Trust expects schools to exhaust all possible support strategies first, but Camilla Saunders recognised that the school has taken extensive steps and confirmed that suspension may be used if required.

8. INCLUSION (BELONGING BY DESIGN, LINK GOVERNOR REPORT, SEND PEER REVIEW)

8a. Belonging by Design

The Headteacher advised that the Belonging by Design visit had not yet taken place. It is likely that the visit will focus on the pupils with high levels of need.

8b. Link Governor Report (SEND)

The Chair thanked AR and SR for their SEND Link Governor report.

AR noted that SEND needs within the school are increasing, while resources remain limited. The school's SENCo is employed for 2½ days per week, which is insufficient to meet the current level of need. The SENCo is often working beyond her contracted hours to manage the workload.

Governors asked the Headteacher to share the report with the Trust to ensure they are aware of the pressures on the school.

The Headteacher reported that a drama student from Nessie is currently working with some pupils. This arrangement was made through community contacts and is providing additional support.

Governors asked whether the SENCo would be willing to increase her hours if funding were available. The Headteacher confirmed that she would but noted that at a recent Trust leadership meeting schools were advised that SENCo roles in primary schools should typically be limited to 2½ days per week. This presents particular challenges for the school, which currently has 12 EHCPs and no additional support roles such as a family worker or nurture provision lead.

The Headteacher expressed concern that the SEND workload is too great for a 2½-day role, and that the school is currently relying heavily on the SENCo's goodwill. One possible option may be to increase TA hours to support SENCo administrative tasks, although this would depend on the budget.

The Headteacher added that the SEND White Paper indicates that additional funding may become available after Easter, which may provide some flexibility. However, staffing pressures remain difficult, particularly given the current high level of TA absence.

8c. SEND Peer Review

The SEND peer review report is not yet available. The review involved Camilla Saunders and a SEND specialist visiting the school.

During the visit, time was spent analysing the needs of individual SEND pupils and discussing strategies to support them moving forward. The Headteacher described the

discussions as very helpful, generating several potential approaches, although many of these require significant time and capacity from staff, particularly the SENCo.

The school has secured additional support from Lucy Millard, SEND specialist, to assist with next steps.

The visit also included a more traditional peer review process, which was largely positive overall.

A key area of discussion was the balance between SEND pupils learning inside the classroom versus outside the classroom. There was debate about what constitutes true **inclusion**—whether this means being physically present in the classroom or ensuring that the curriculum is adapted to meet pupils at their current level.

Reviewers suggested that too many pupils are currently being taught outside the classroom, often because they are working significantly below age-related expectations.

The development of the proposed learning base is expected to help address this. Once established, it will provide clearer structure so that pupils are either learning within the classroom or receiving targeted support within the base. This should improve clarity around who is being taught, what they are learning, and where that learning takes place.

9. PEOPLE AND LEADERSHIP

The Headteacher asked governors to note that TA absence rates are higher than teacher absence rates. This reflects the challenges faced by TAs working with pupils who have high levels of need.

The Headteacher confirmed that she is making use of HR support provided by the Trust.

Governors asked whether there were any identifiable trends. The Headteacher explained that absence among Year 3 TAs is higher, which is linked to the increased demands of supporting pupils with more complex needs in that year group.

10. DISCUSS NEW POLICIES (WHISTLEBLOWING, SOCIAL MEDIA AND INSTANT MESSAGING, LOW LEVEL CONCERNS, ATTENDANCE FRAMEWORK, ATTENDANCE TOOLKIT)

The Chair reminded governors that these are Trust-wide policies, and governors are asked to confirm that they have received and read them.

The Headteacher confirmed that all staff have also signed to confirm that they have read the policies. Additionally discussion took place during a staff meeting regarding the Social Media Policy and Instant Messaging Policy.

11. AOB

11a. Future Skills Programme

GC provided a brief update on the Future Skills Programme, which is run through an engineering consultancy in partnership with the school.

The programme includes a governor engagement element and enables the school to access STEM-related curriculum resources. This is the second year the school has been involved in a net zero project, and pupils have responded very positively. The aim this year is to achieve first prize – after second place last year!

The programme is currently a two-year pilot, focused on developing pupils' awareness of future careers and skills. As part of this work, a baseline assessment has been completed to evaluate the school's current approach to careers and future skills education.

The next step is for GC to develop an initial careers and future skills strategy, outlining existing provision and creating a two-year development plan.

The Headteacher commented that the baseline exercise highlighted that the school is already delivering a range of relevant activities. For example, Year 6 pupils have attended the careers fair at Cambridge Regional College for the past two years. Formalising these activities within a strategy would ensure they are embedded annually and clearly linked to the school's values.

Governors agreed that this work helps broaden pupils' awareness of possible career pathways.

Governors asked about possible interventions. GC explained that the Careers & Enterprise Company (CEC) provides a toolkit for schools, including resources for career activities, school trips and potential funding opportunities.

RH noted that housing developers sometimes provide support through their social value commitments. He will explore whether local developers may be able to support the programme, including the possibility of site visits for pupils to observe construction projects.

11b. Future of Governance

The Chair reported that she recently attended a Trust working group considering the future structure of governance. The Trust is exploring whether the current governance model could be redesigned. While schools will still require governors (potentially under a different title), the aim is to ensure that governance is more purposeful and impactful.

One suggestion is that meetings may move away from the current format, where governors spend significant time reviewing information already contained within reports from Trust visits. Instead, the focus could shift towards how governors can more actively support the school, staff and pupils.

Governors discussed the idea that the role should allow volunteers to contribute more meaningfully, rather than primarily receiving updates.

Governors asked the Headteacher whether she felt meetings were repetitive. The Headteacher acknowledged that many issues discussed in meetings have already been addressed at Trust level, although she finds governor meetings valuable for external perspectives and reassurance that the school is moving in the right direction within the community.

RH commented that, in his experience as a governor, members are often advised not to become operationally involved, which can make it difficult to feel fully engaged. He suggested governors may wish to become more practically supportive, while still respecting governance boundaries.

Governors also noted that time constraints can be a challenge and suggested that data should be reviewed in advance, allowing meetings to focus on discussion by exception.

Governors agreed to share their thoughts with the Chair ahead of the next working group meeting in April.

12. DATE, TIME AND VENUE OF NEXT MEETING

Wednesday 13th May 2026, 18:00 - LHJS - Mobile.

There being no further business, the meeting closed at 08:05pm.

Signed as an accurate recordDate